

# Access Arrangements – use of a scribe

If you have been assessed as eligible for use of a scribe, someone will be appointed to write your examination answers for you. A scribe is only permitted where a student is unable to write legibly themselves and a word processor would not be a suitable alternative for the individual student. You will be invigilated on your own in a separate venue from any other student and will have to dictate your answers aloud to the person scribing for you.

Please note that in any exam where your ability to communicate in a language, including English, is being assessed you will have to spell out each word and dictate punctuation to the scribe.

Rules that the scribe has to follow are:

## The rules – the use of a scribe

- **must** type or write accurately, and at a reasonable speed, what the candidate has said;
- **must** draw or add to maps, diagrams and graphs strictly in accordance with the candidate's instructions, unless the candidate is taking a design paper, in which case a scribe will only be permitted to assist with the written parts of the paper;
- **must abide by the regulations since failure to do so could lead to the disqualification of the candidate;**
- **must** write or word process a correction on a typescript or Braille sheet if requested to do so by the candidate;
- **must** immediately refer any problems in communication during the examination to the invigilator or examinations officer;
- **must not** give factual help to the candidate or indicate when the answer is complete;
- **must not** advise the candidate on which questions to do, when to move on to the next question, or the order in which questions should be answered;
- **may**, at the candidate's request, read back what has been recorded.